



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation
INSURANCE DIVISION
1511 Pontiac Ave., Bldg. 69-2
Cranston, RI 02920

TEL #: (401) 462-9520
FAX #: (401) 462-9602

December 18, 2018

To: INDIVIDUAL(S) RESPONSIBLE FOR STATE FILINGS

From: Deb Almeida
Senior Insurance Examiner

RE: Summary of Annual and Quarterly Filing Requirements for 2019,
Title Insurance Companies

Domestic and Foreign Title Insurance Companies should review the following attached pages:

- The NAIC's "General Instructions" for Title Insurance Companies;
- The NAIC's "Title Insurers Checklist", annotated for filing in R.I.;
- The R.I. Insurance Division's "Notes and Instructions"

FOREIGN Title Insurance Companies are required to submit to the R.I. Insurance Division (or to the R.I. Division of Taxation for premium tax payments), on or before the due dates indicated, only those four items listed in the Checklist, Section V - State Required Filings.

- Do NOT file a printed copy of the Annual Statement or Combined Statement;
- Premium Tax reports and payments are separate filings and should be sent to the Division of Taxation;
- R.I. Renewal Filing Fees and Assessments (including Retaliatory Assessments), due on 04/01/19, should NOT be included with the above filings; our invoice will be e-mailed to the company on or about 03/01/19.

DOMESTIC Title Insurance Companies are required to submit the following items to the R.I. Insurance Division (or to the R.I. Division of Taxation for premium tax payments), on or before the dates indicated:

- **03/01/19:** A complete Annual Statement, on paper as well as in PDF format, and a Risk-Based Capital Report, with original signatures on Jurat Pages; a copy of the Checklist with Column 1 completed; and any NAIC Supplements or R.I.-Required Filings listed in Sections II or V of the Checklist as due on this date.

Send Premium Tax reports and payments to the Division of Taxation.

- **04/01/19:** Any NAIC Supplements, on paper as well as in PDF format; and any R.I.-Required Filings listed as due on this date, including payment of R.I. Filing Fees due as per our 03/01/19 invoice.
- **05/15/19:** A Quarterly Statement, with original signatures on the Jurat Page, on paper as well as in PDF format; and any NAIC Supplements or R.I.-Required Filings listed as due on this date. This filing requirement repeats on **08/15/19** and **11/15/19**
- **06/01/19:** Audited Financial Statements, on paper as well as in PDF format.
- Each domestic Title Insurance Company must also file electronically with the NAIC as part of the NAIC's total filing requirements.

Whether a domestic or foreign Title Insurance Company, please read "Notes and Instructions" before submitting any material. Thank you in advance for your cooperation. Feel free to contact me directly at (401) 462-9542 or Debra.almeida@dbr.ri.gov if you have any questions regarding these filing requirements.

TITLE COMPANIES

COMPANY NAME: _____ **NAIC Company Code:** _____

Contact: _____ **Telephone:** _____

REQUIRED FILINGS IN THE STATE OF: RHODE ISLAND Filings Made During the Year 2019

(1)	(2)	(3)	(4)			(5)	(6)	(7)
Checklist	Line #	REQUIRED FILING FOR THE ABOVE STATE	NUMBER OF COPIES*			DUE DATE	FORM SOURCE**	APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		I. NAIC FINANCIAL STATEMENTS						
	1	Annual Statement (8 ½" x 14")	1	EO	xxx	3/1	NAIC	Note G, H & L
	1.1	Printed Investment Schedule detail (Pages E01-E27)	1	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 ½" x 14")	1	EO	xxx	5/15, 8/15, 11/15	NAIC	
		II. NAIC SUPPLEMENTS						
	11	Actuarial Opinion	1	EO	xxx	3/1	Company	
	12	Investment Risk Interrogatories	1	EO	xxx	4/1	NAIC	
	13	Management Discussion & Analysis	1	EO	xxx	4/1	Company	
	14	Schedule SIS	1	N/A	N/A	3/1	NAIC	
	15	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	1	N/A	xxx	4/1	NAIC	
		III. ELECTRONIC FILING REQUIREMENTS						
	61	Annual Statement Electronic Filing	1	EO	xxx	3/1	NAIC	
	62	March .PDF Filing	1	EO	xxx	3/1	NAIC	
	63	Supplemental Electronic Filing	1	EO	xxx	4/1	NAIC	
	64	Supplemental .PDF Filing	1	EO	xxx	4/1	NAIC	
	65	Quarterly Statement Electronic Filing	1	EO	xxx	5/15, 8/15, 11/15	NAIC	
	66	Quarterly .PDF Filing	1	EO	xxx	5/15, 8/15, 11/15	NAIC	
	67	June .PDF Filing	1	EO	xxx	6/1	NAIC	
		IV. AUDIT/INTERNAL CONTROL RELATED REPORTS						
	81	Accountants Letter of Qualifications	1	EO	N/A	6/1	Company	
	82	Audited Financial Reports	1	EO	xxx	6/1	Company	
	83	Audited Financial Reports Exemption Affidavit	1	N/A	N/A		Company	
	84	Communication of Internal Control Related Matters Noted in Audit	1	EO	N/A	8/1	Company	
	85	Independent CPA (change)	1	N/A	N/A		Company	
	86	Management's Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	
	87	Notification of Adverse Financial Condition	1	N/A	N/A		Company	
	88	Request for Exemption to File	1	N/A	N/A		Company	
	89	Relief from the five-year rotation requirement for lead audit partner	1	EO	xxx	3/1	Company	
	90	Relief from the one-year cooling off period for independent CPA	1	EO	xxx	3/1	Company	
	91	Relief from the Requirements for Audit Committees	1	EO	xxx	3/1	Company	
		V. STATE REQUIRED FILINGS***						
	101	Corporate Governance Annual Disclosure***	1	0	xxx		Company	
	102	Filings Checklist (with Column 1 completed)	1	0	1	3/1	State	
	103	State Filing Fees	1	0	1	4/1	State	Note C
	104	Form B-Holding Company Registration Statement***	1	0	xxx	5/1	Company	
	105	Form F-Enterprise Risk Report ****	1	0	xxx		Company	
	106	ORSA *****	1	0	xxx		Company	
	107	Signed Jurat	1	0	1	3/1	NAIC	Note G, H & L
	108	Premium Tax (R.I.G.L. §44-17-1)	1	0	1	3/1	State	Note D
	109	RI Premium Tax Reduction-Job Growth WS	1	0	1	4/1	Company	Note P

*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

***For those states that have adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm.

****For those states that have adopted the NAIC updated Holding Company Model Act, a Form F Filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm

*****For those states that have adopted the NAIC Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	A	Required Filings Contact Person:	Deb Almeida Debra.almeida@dbr.ri.gov (401) 462-9542
	B	Mailing Address:	R.I. Insurance Division 1511 Pontiac Avenue, Bldg. 69-2 Cranston, RI 02920
	C	Mailing Address for Filing Fees:	<u>Do NOT</u> send fees prior to receipt of renewal invoice. Invoices will be EMAILED on March 1 st ; payment is due April 1 st . Mailing address is the same as that for Note B.
	D	Mailing Address for Premium Tax Payments:	R.I. Division of Taxation, Corporate Taxes Section 1 Capitol Hill Providence, RI 02908 Marlen Bautista, Chief Revenue Agent E-mail: Marlen.bautista@tax.ri.gov Phone: (401) 574-8806
	E	Delivery Instructions:	All items must be postmarked no later than the indicated due date. If that due date falls on a weekend or a holiday, then that due date is extended to the next business day.
	F	Late Filings:	Insurance companies will be fined \$100 per day for late filing pursuant to R.I.G.L. §27-12-1(c).
	G	Original Signatures:	<u>Domestic</u> insurers: Original signatures required for all filings. <u>Foreign</u> insurers: Facsimile signatures accepted as per the NAIC's "Annual Statement Instructions."
	H	Signature/Notarization/Certification:	The CEO/President and Secretary/Legal Counsel , are expected to sign the Jurat Page; those signatures must be notarized.
	I	Amended Filings:	Amended items should be filed within 10 days of their amendment, along with an explanation of the amendments. If there are signature requirements for the original filing, same should be followed for any amendment.
	J	Exceptions from normal filings:	<u>Domestic</u> insurers: Extensions, when necessary, may be requested in accordance with R.I.G.L. §27-12-1(c). <u>Foreign</u> insurers: File copy of domestic extension approval.
	K	Bar Codes (State or NAIC):	Please follow the NAIC's "Annual Statement Instructions."
	L	Signed Jurat:	<u>Foreign</u> insurers must complete and file one printed copy for each company; do NOT file a printed copy of the annual statement, nor a PDF-formatted version on CD-ROM.
	M	NONE Filings:	Please follow the NAIC's "Annual Statement Instructions."
	N	State of Rhode Island Information:	<u>Foreign</u> insurers: Pursuant to Rhode Island General Law §27-2-1.1, all insurers' doing business in RI are required to provide a toll free number or to accept collect calls from RI Residents.
	O	Electronic Filing Requirements:	All annual, quarterly and supplemental filings in .PDF format can be submitted electronically or on CD-ROM.
	P	RI Premium Tax Reduction-Job Growth Worksheet	RI Job Growth Worksheet filing – link is as follows: Instructions and forms .

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

Electronic filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when submitting information to the state.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The **Annual Statement Electronic Filing** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The **March .PDF Filing** is the .pdf file for annual statement data, detail for investment schedules and supplements due March 1.

The **Risk-Based Capital Electronic Filing** includes all risk-based capital data.

The **Risk-Based Capital .PDF Filing** is the .pdf file for risk-based capital data.

The **Supplemental Electronic Filing** includes all supplements due April 1, per the *Annual Statement Instructions*.

The **Supplemental .PDF Filing** is the .pdf file for all supplemental schedules and exhibits due April 1.

The **Quarterly Statement Electronic Filing** includes the complete quarterly statement data.

The **Quarterly Statement .PDF Filing** is the .pdf file for quarterly statement data.

The **Combined Annual Statement Electronic Filing** includes the required pages of the combined annual statement and the combined Insurance Expense Exhibit.

The **Combined Annual Statement .PDF Filing** is the .pdf file for the Combined annual statement data and the combined Insurance Expense Exhibit.

The **June .PDF Filing** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX**

in this column might signify that the state has waived the paper filing of the annual statement and all supplements.

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: "NAIC," "State," or "Company," If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions. If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.

~ RHODE ISLAND SPECIAL REPORTING REQUIREMENTS 2019 ~

RESPOND ACCORDINGLY

Fraternal Organizations #2 only

Life Insurers #2

Property and Casualty Insurers #1, #2, #3 and #5 through #7

Surplus Line Insurers #3 and #7 only

Surplus Line Brokers #1 and #4 only

Self-Insured Entities #3 & #7 only

INSURERS WHO DO NOT HAVE TO RESPOND:

Health Insurers (HMO's or HMDI's)

Risk Retention Groups

Title Companies

Accredited or Approved Reinsurers

INSTRUCTIONS FOR FILING EACH REPORT IS DETAILED BELOW

Zero reports are NOT required to be filed, except for report #2.

- #1 Lead Liability Coverage Report** **Due February 1**
[230-RICR-20-05-9](#) (formerly Insurance Regulation 101) enumerates the filing requirements. Property and Casualty Insurers shall file reports on an individual company basis utilizing the respective form provided in [Insurance Bulletin 2018-11](#). Surplus Line Brokers shall file on an individual licensee basis utilizing the respective form provided in Exhibit B. Exhibit A and Exhibit B are form-fillable; when done completing, save a copy to your computer and then email the saved copy to dbr.specialreports@dbr.ri.gov. If there is nothing to report, do not submit a report – the absence of a filed report will be deemed to be a “none” report.
- #2 Contracted Insurance Producer Report** **Due March 1** [230-RICR-20-50-5](#) (formerly Insurance Regulation 103) requires each licensed insurance company doing business in Rhode Island to file a report with the Department and to pay the applicable fee. The report and fee must be submitted via [OptIns](#). The report must be filed as an Excel spreadsheet and clearly list the following: 1) producers to which \$100.00 or more was paid in commission for Rhode Island business during the prior calendar year, **and** 2) producers to which less than \$100.00 was paid in commission during the prior calendar year, including \$0.00. Each insurance company within an insurance group must file separately. Payment of \$30 per producer is required for each producer to which \$100.00 or more was paid in commission for Rhode Island business during the prior calendar year. **NEW FOR REPORTS DUE IN 2019: All appointed producer must be included on the reports.** “Appointed” mean an insurance producer acting as an agent of an insurer. The report must include individual insurance producers (not licensed business entities). Filing instructions are found [here](#) on OptIns’ [website](#). Please click [here](#) for FAQ’s. If you have a question, send an email to dbr.acpr@dbr.ri.gov.
- #3 Professional Liability Annual Report** **Due March 1**
All entities, including self-insured entities, providing professional liability insurance coverage to licensed healthcare professionals or licensed healthcare facilities are required to submit annual reports. [R.I. Gen. Laws § 42-14-2.1\(c\)](#) enumerates the filing requirements. Reports must be submitted electronically to dbr.specialreports@dbr.ri.gov. There is no specific form required for this report. The Department suggests that the report be filed on company letterhead utilizing the guidance enumerated in the statute and/or Regulation. If there is nothing to report, do not submit a report – the absence of a filed report will be deemed to be a “none” report.
- #4 Surplus Line Broker Annual Report** **Due April 1**
[R.I. Gen. Laws §27-3-38](#) (d) and [230-RICR-20-50-1](#) (formerly Insurance Regulation 11) requires every licensed surplus line broker to report the total number of policies and premium issued in the preceding calendar year utilizing the annual report form provided in [Insurance Bulletin 2018-9](#). The annual report is form-fillable; when done completing, save a copy to your computer and then email the saved copy to dbr.specialreports@dbr.ri.gov. If there is nothing to report, do not submit a report – the absence of a filed report will be deemed to be a “none” report. Do not send Form T-71A to the Department of Business Regulation. This form is required by the RI Division of Taxation and should be sent to that agency for proper reporting/filing.
- #5 Credit Life/Accident & Health Filing** **Due June 1**
[230-RICR-20-60-1](#) (formerly Insurance Regulation 9), Section 1.10 enumerates the filing requirements. **New for 2018**, to streamline and eliminate duplicate reporting, insurers subject to filing will only be required to file with

the National Association of Insurance Commissioners (NAIC) Support and Services Office a report of consumer credit insurance written on a calendar year basis. The report shall utilize the Credit Insurance Supplement—Annual Statement Blank as approved by the NAIC, and shall contain data separately for each state, rather than an allocation of the company's countrywide experience. The filing shall be made in accordance with and no later than the due date in the Instructions to the Annual Statement. **Duplicate reporting to the commissioner is no longer required.**

#6. Auto Body Labor Rate Survey Reports

Due Sept 1

[R.I. Gen. Laws § 27-29-4.4](#) and [230-RICR-20-05-10](#), Section 10.7 (formerly Insurance Regulation 108), enumerate the filing requirements. Prior to May 1 the Department will publish a Bulletin on its website providing a list of those insurers and insurance groups determined by the Department to have $\geq 1\%$ market share that are required to conduct a survey and submit the report to the Department by September 1. Insurers and insurance groups determined to have $< 1\%$ market share may voluntarily conduct the survey and file the report by September 1st, or negotiate the payment of auto body labor rates with each licensed Full Collision Repair Auto Body Facility. Please visit the Department's website yearly to determine if your insurer is required to conduct the survey based upon market share. The Bulletin will also provide information for insurers with $< 1\%$ market share. Insurers may submit reports on a group basis. For those licensees subject to filing with the Department, reports must be submitted electronically to dbr.specialreports@dbr.ri.gov. A hard copy is no longer required.

#7. Professional Liability Claim Settlement Report

Due: See below

Requires all entities, including self-insured entities, providing professional liability insurance coverage to licensed healthcare professionals or licensed healthcare facilities to report within thirty (30) days after notice of the claim, settlement, judgment or arbitration award. Please see [R.I. Gen. Law § 42-14-2.1\(a\)](#) for detailed reporting requirements. Reports must be submitted electronically to dbr.specialreports@dbr.ri.gov. There is no specific form required for this report. The Department suggests that the report be filed on company letterhead utilizing the guidance enumerated in the statute and/or Regulation. If there is nothing to report, do not submit a report – the absence of a filed report will be deemed to be a “none” report.

Repealed reports:

The following reports are no longer required to be filed due to changes in RI statute and/or regulation:

- Assigned Risk Plan Report (R.I. Gen. Laws § 31-33-8)
- Automobile Insurance Annual Report (R.I. Gen. Laws § 27-9-55 and Insurance Regulation 74)
- Liquor Liability Report (R.I. Gen. Laws § 3-14-14)
- Workers' Compensation Annual Report (R.I. Gen. Laws § 27-7.1-7.2 and Insurance Regulation 54)
- Workers' Compensation & Employers Liability Excess Profit Report (R.I. General Laws §27-9-51)

To stay current on department updates, any person wishing to be included on the interested parties list should send an email request to DBR.InsNotice@dbr.ri.gov.

PLEASE FORWARD TO APPROPRIATE AREAS WITHIN YOUR COMPANY